

M E M O R A N D U M

September 13, 2001

TO: Trained Surrogate Parents
Surrogate Parent Trainers

FROM: Colette Chapman
Surrogate Parent Supervisor
Exceptional Student Services

Laura Gelardo
Surrogate Parent Coordinator
Exceptional Student Services

Steven N. Mishlove
Director of Administrative Services
Exceptional Student Services

RE: Updating the Trained Surrogate Parent List

The Arizona Department of Education/Exceptional Student Services (ADE/ESS) is asking for your assistance in updating the names, addresses and telephone numbers of our trained Surrogate Parents. Please respond by October 15, 2001 or your name will be put on the inactive list. In accordance with [ARS 15-763.01] in order for you to remain an active surrogate parent you will need to be fingerprinted by the Arizona Department of Public Safety and obtain a Class One Fingerprint Clearance Card. This must be completed no later than January 1, 2002. Attached are instructions on how to obtain your Class One Fingerprint Clearance Card.

Please fill out the bottom portion and either fax to (602) 364-0641 or mail to the Arizona Department of Education, Exceptional Student Services, Attention, Laura Gelardo Surrogate Parent Coordinator, 1535 West Jefferson Street, Phoenix, Arizona 85007

Should you have any questions please feel free to call (602) 364-0866. Thank you for your attention in this



PLEASE CHECK:

Please retain my name on the trained Surrogate Parent Active List: YES _____ NO _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

COUNTY _____ E-MAIL _____ FAX NUMBER _____

WORK PHONE _____ HOME PHONE _____

Attachment